



## Position Description

### **Title**

Program Coordinator

### **Reports to**

Executive Director

Can-Do Kitchen Program Manager (for kitchen duties only)

### **Summary**

The Fair Food Matters Program Coordinator will have three primary sets of responsibilities:

1. Plan and execute "Eat Local, Kalamazoo" events (February-November)
2. Plan and execute the annual Southwest Michigan Community Harvest Fest (September)
3. Coordinate client activities in the Can-Do Kitchen

This is a year-round, part-time, salaried position of approximately 20 hours per week (number of hours may vary from week to week). Occasional evening and weekend work may be required.

### **Experience**

Required skills

- 2-3 years experience in a business and/or non-profit setting
- PC experience (Windows operating system preferred)
- Proficiency in Microsoft Office

Desired skills

- Project management and/or event planning experience
- Volunteer management experience
- Fundraising experience (especially with corporate sponsors)

### **Education**

A degree or certificate in business, non-profit management or equivalent experience

### **Personal qualities**

A strong interest in and commitment to healthy food, sustainable production and social justice

A desire to interact frequently with people

Ability to take initiative to design creative solutions

Ability to work independently or as part of a team

Self-starter, energetic, organized and detail-oriented

Able to manage multiple projects at once

Excellent verbal and written communication skills

### **Duties and responsibilities**

#### Can-Do Kitchen

Program description: The Can-Do Kitchen, the only licensed commercial kitchen/business incubator in the region, provides both commercial kitchen space and business incubator services

to area food entrepreneurs. It also serves as a space for food-related community events, including cooking and canning classes.

Duties:

1. Manage client scheduling, contracts and invoices
2. Meet with clients on-site and provide resources (as needed)
3. Conduct monthly orientation sessions with clients
4. Maintain database of client information
5. Communicate regularly with program manager, landlord
6. Assist in planning workshops and outreach events

#### Eat Local, Kalamazoo

Program description: Eat Local, Kalamazoo, now in its fifth year, is a series of public events and programs designed to increase our community's appreciation for the food that our region produces and consumes.

Duties:

1. Plan and execute 20-25 local food-related events per year (with significant assistance from volunteer committee and partner organizations)
2. Coordinate committee meetings
3. Coordinate and supervise volunteers
4. Represent Fair Food Matters at these events
5. With ED, plan and execute publicity for events (print collateral, news releases, signage, Facebook/website, etc.)
6. With ED, plan and execute sponsorships, sales, program fees and other sources of revenue
7. With ED, plan and execute program evaluation

#### Southwest Michigan Community Harvest Fest

Program description: Harvest Fest is an annual celebration of local food and sustainable living that features food, entertainment, family activities and demonstrations. For eight years, the event has been held each September at Tillers International.

Duties:

1. Work with volunteer committee to plan event
2. Coordinate committee meetings
3. Lead fundraising efforts (sponsorships)
4. With volunteers, coordinate event vendors, exhibitors and advertisers
5. With volunteers, book keynote and other speakers; demonstrations; music and entertainment; and family activities
6. With volunteers, help publicize and promote the event (and serve as primary media contact)

#### **Salary**

\$10-13/hour, based on experience

Interested and qualified candidates should submit a cover letter and résumé to [paul@fairfoodmatters.org](mailto:paul@fairfoodmatters.org) no later than Monday, March 21, 2011.

Fair Food Matters is a 501(C)3 non-profit corporation whose mission is to build, educate and advocate to support local food. More information is available online at [www.fairfoodmatters.org](http://www.fairfoodmatters.org). Fair Food Matters is an equal opportunity employer.